

MINUTES of the meeting of North Leigh Parish Council held in the Memorial Hall on Thursday 12th September 2019 at 7.30 pm.

Present: G. Matthews (Chairman) and Councillors I. Hogg (IH), D. Fettes (DF), C. Frost (CF), J. Minch (JM) and Andy Clements (AC) and County Councillor Liam Walker (LW)

In attendance : Allison Leigh (Clerk) (AL)

84/19. Apologies for absence: Councillors S. Cusick (Vice Chair) and J. Nicholson (JN) and District Councillor H. St John (HSJ)

85/19. Declarations of interest: None

86/19. Minutes of meeting held 11th July 2019: The minutes were approved and signed.

87/19. Public Forum: A member of the public was in attendance. She informed the council that there are cracks on New Yatt Road where the road forks as well as a bump in the middle. The council will speak to LW about repairs.

She also mentioned there is an issue with cars parking where they should not on Park Road across from the Masons Arms by the Windmill and asked if perhaps a drop curb could be put in so drivers know not to park there. The council will speak to LW about this.

The council will also speak to the PCSO about putting flyers on the windscreens of those parked there.

88/19. District and County Councillors' Reports:

West Oxfordshire District Council (WODC)

HSJ was not in attendance, but sent a report.

Planning issues

There has been no obvious progress on the Windmill. Scaffolding has been up for about two months now but no actual work started repairing roof. Likewise, no sign of work starting to renovate House (no 9 Park Road) and adjacent Cottage in Chapel Lane - the latter really deteriorating badly - holes in roof and cracks in gable walls.

Other enforcement cases also being followed up e.g. scrap machinery by footpath in field north of Park Road.

Bellway have conceded that 6 houses on the eastern side of their 76-unit site south of NYR are too high - **the worst was 1.3 metres too high and the one nearest neighbours in Perrott Close.** CF noted that she had heard from a neighbour that this is currently being fixed.

HSJ has been told the planning officer has turned down their application to reduce affordable proportion. There is a chance they could appeal.

The **Garden Village** consultation has just started and if the council wishes to respond to it with any comments, this would need to be done by 11th October. HSJ wondered if the council could ask for the restoration of the No 11 bus which will soon have a raison d'etre again. There should be a copy in the NL library and there two more exhibitions one on 6th Sept in Eynsham village Hall and another on 20th Sept in Long Hanborough pavilion. between 2 and 8 pm.

The District Council is in the process of updating the draft **Community Infrastructure Levy** and get this adopted by the end of 2019/early 2020. This will replace S106 agreement contributions to a large extent and it will be explained as and when it comes into force next year. All existing S106 monies have to be honoured.

North Leigh Common

WODC in conjunction with South Midland Newt Conservation Partnership are going to do some clearing work on the old clay/gravel pits that lie nearest to Boddington on North Leigh Common. This work will be financed by developers elsewhere who are in effect paying for improving suitable habitats like the common to provide ideal homes for great crested newts!! Some may even be rehomed from other sites! This will involve some clearance of willow round the ponds and excavation of some of the accumulated leaf mould etc. HSJ hopes in due course that there may be further work done on other pond areas within the common.

The large open area nearest the car park will be mown shortly and the grass dumped in a heap in a spare corner out of the way- the plan is to reduce soil fertility and enhance wild flower growth on this area. HSJ aims to spray off small patches and then sow wild flower mix seed in the bare patches this autumn/winter.

Cemetery/Churchyard

HSJ has checked the Cemetery and churchyard and it is fine - except that the grass west of the tower has not been cut- it's always left till this time of year to let wild flowers seed so that needs cutting asap. The rest of grass is fine. No other obvious problems - however a reversing delivery lorry hit wing wall on north side

of entrance to car park (so PCCs side) and has broken wall- someone got his registration number so hopefully that will be repaired.

HSJ heard from Steve Legg that he and a team of village volunteers have almost completed the survey of all the graves in the churchyard and cross referenced the graves to parish records - which is a massive help to people tracing their ancestors etc. Worth drawing people's attention to this sterling effort by Steve. HSJ thinks he may be about to write an article in NLN but no harm PC thanking him for huge amount of time he and others have put in.

Good Neighbours Scheme

HSJ is a volunteer driver for Volunteer Link Up based in Witney and he thinks CF is a trustee of VLU. There are other volunteers who do stuff who live in the parish.

HSJ thinks it would be good to build on the existing volunteers who live in NL parish by recruiting/ encouraging more to step forward occasionally. To that end he has asked one of the VLU team Rose if she might come out to give a brief talk about establishing a Good Neighbours Scheme,, which would use the VLU back room team in Witney for admin tasks etc, so we know who fellow volunteers are and who the vulnerable people in the village are - so that in times of bad weather etc we can make sure they are OK. CF may have some views on this as there may already be a list of the latter. HSJ is happy to help organise this. Other villages are doing similar HSJ has heard. Rose has said she would be happy to come if the PC would like to pursue the idea further. Maybe the youth group could be recruited in some way...so could you put that on the agenda for Sept or October.

OCC (LW arrived late)

LW reported that the highways depot will be open on the 5th October in Deddington. All are invited.

There have been 62 street lamps ordered in North Leigh to replace the current ones. These will be put up in November and will be LED lights to assist in reducing CO2 emissions.

LW noted that the speed humps at the Bellway development should be done in October.

The council reported to LW that a member of the public had been at the meeting earlier to say that New Yatt Road is in a terrible state of repair at the bend near Whitehill Bungalow. LW will look into this.

The council reported the same resident mentioned parking has been a problem by the Windmill due to it being unclear where the pavement is. She asked if OCC could look at putting a drop kerb there to help people recognise this is a pavement and prevent dangerous parking. LW will look into this.

LW reported that structured patching will be taking place and Common Close and Leigh Close are due to be done.

LW reported there would be a road closure. The council had not received a notice about this. LW will look into this.

LW reported there had been a meeting on climate change and that OCC is looking to be carbon neutral.

89/19. Asset Register: The council reviewed the updated Asset Register circulated to the council. The council is happy with it and AL is just waiting to finalise the cost to be put against the cemetery land. Once AL has this, she will inform the council.

90/19. Website: The council discussed and reviewed sites for other parishes and parish council. The council agreed that it would like the site to be a village/parish council site with the village information remaining largely static with links to various organisations, but also having a current calendar and some current news. The parish council section would be regularly updated.

Based on this information, the council is happy for AL to get a spec together for GM and JM to review and then get 3 quotes.

91/19: Library donation for 2020/2021: AL noted she had sent the Partnership Working Agreement between the library and PC for 2020/2021 to the council. The council is happy with the agreement. It has been signed and AL will send to Graham White of Library Support Services at OCC.

92/19: Oxfordshire Association for the Blind (OAB) donation request: AL reported she had received a donation request from OAB. She has learned that OAB supports 21 residents in the village. The council reviewed the donation budget and agreed to donate £100.

AL suggested creating a donation policy for the council. The council agreed to the principal and AL will craft one for the council's review.

93/19: Village Questionnaire: AC noted that he thought it might be useful to create a questionnaire to the village asking what things are important to residents that the Parish Council might help in making decisions based on the priorities of

the village. The council agreed and felt keeping the questionnaire brief might be best.

AC will work on a draft for the October meeting.

94/19: National Highways and Transport (NHT) Public Satisfaction survey:

The council agreed that councilors would respond individually to the survey if they wished.

95/19: Oxfordshire Cotswolds Garden Village – Area Action Plan (AAP) – Preferred Options: The council asked if AL will forward the link for response.

96/19: Salt for winter:

- The council have decided that they would like the salt bins to be replenished, but not have an extra bag of salt.
- A discussion was had around moving the excess bags of salt to the leased area at Ladywell Close. The council agreed to get a small working party of people together to assist in this.

97/10. Volunteer Link-up Scheme: AL raised that HSJ had mentioned a meeting with Volunteer Link-up in the Memorial Hall. The council agreed this is not a Parish Council initiative, but did acknowledge that 2 of its councilors are involved. The council is happy to give a donation if one is requested.

97a/19. Planning Applications: To discuss the following planning applications and determine the Parish Council's response to them

Planning number	Address	Comments
19/01996/HHD	34 Bridewell Close North Leigh Witney	North Leigh Parish Council has no objections to this planning application.
19/02396/HHD	Rose Cottage Chapel Lane North Leigh	North Leigh Parish Council (NLPC) has no objections to this planning application. However, NLPC would need a condition requiring all contractors to avoid obstruction of the Lane and to make good any and all damage that may have occurred to the surface and verges of the Lane during the period of the contract.

98/19. Open Spaces

- **School Playground lease:** IH reported that he is waiting for Pellmans to respond to OCC's lease. It was noted that in the 2020/2021 budget the council may need to put monies aside for legal costs as well as for the rent based on the finalized lease.
- **Playground inspection/reports:** The council discussed the possibility of WODC doing additional cleaning of the Adventure Playground, but decided to leave it as is for the time being. This can be reviewed at the time of creating the 2020/2021 budget.

AL will ask Nigel Green about cutting the hedge and weeding.

- **Cuckamus Green report:**

- It was noted that the council had received an e-mail about dogs fouling on Cuckamus Green. The resident is concerned with the fouling, even if picked up, due to residue harmful to children playing on the green. The council asked AL to get quotes for a sign with regards to dogs on Cuckamus Green. The wording is to be determined.

- It was noted that the council has received an e-mail about replacing the hawthorn on Cuckamus Green. CF will follow up with the resident regarding this.

Bus Shelters: The council discussed that there had been a communication sent to OCC about assisting with the resolution of the bus shelter by the Masons. DF noted that Paul Wilson of OCC had asked for the PC to send a note to him asking him to write to the landowner of Grey Gables about cutting their hedge. AL will work on this.

DF noted he had invited quotations to move the seat and construct the base for the bus shelter on Cuckamus Green from four builders working around the village but only two had submitted quotations. It was agreed that Bob Alsworth be invited to give a quotation. One quote he noted was £3372. It was noted that the council must obtain 3 quotes for each shelter it is looking to erect.

- **Other:** DF reported he had a call from Andrew Brock to say the flower beds at Windmill Height are not in a good state. AL reported that he is contracted to care for these, so she will contact him for more explanation.

99/19. Cemetery/ Churchyard:

- **Activity:** AL noted that one burial had taken place in August which AC kindly handled on AL's behalf while she was on holiday. There have been some memorial stone and paperwork requests which have been handled.

There is a burial on Monday the 23rd September.

- **Parochial Church Council (PCC) Hedge request:** AL reported she had a query from the PCC asking for assistance with obtaining a quote for cutting down the hedge in the Turner Hall car park. The PCC also asked if the council would be able to assist with funding for this. The council agreed to contribute £200 towards this as a donation.
- **Bench request:** AL reported she had a request for a bench in the cemetery. The council is happy for a bench to be donated, but would like control over the type/installation of any bench. AL will look into benches and contact the person requesting the bench for further discussion.

100/19: Finance report:

<i>Payments authorised</i>						
<u>Payee</u>	<u>Item</u>	<u>Cheque number</u>	<u>Amount</u>	<u>VAT</u>	<u>Total</u>	<u>Date</u>
Allison Leigh	Clerk expenses	102932	75.94	0.79	73.76	12/09/2019
Allison Leigh	Clerk salary - August	102933	453.37	0.00	453.37	12/09/2019
Allison Leigh	Clerk salary - September	102934	453.17	0.00	453.17	30/09/2019
WODC	Adventure playground cleaning	102935	117.22	23.44	140.66	12/09/2019
NLYP	Replacement key	102936	42.00	0.00	42.00	12/09/2019
Moore Stephens	External audit	102937	200.00	40.00	240.00	12/09/2019
BGG	Church, cemetery, Adventure Playground grass cutting	102938	500.00	100.00	600.00	12/09/2019
North Leigh Youth Project	Room hire	102939	20.00	0.00	20.00	12/09/2019
Grundon	Cemetery bins	Direct Debit	40.40	8.08	48.48	31/07/2019
NPJ Green	Mowing of play area and seat	102940	301.00	0.00	301.00	12/09/2019
RoSPA Play Safety	Inspections of play equipment	102941	140.50	28.10	168.60	12/09/2019
C & S Tree and Fencing Services	Reduce overhanging tree and remove dead wood from playground	102942	120.00	24.00	144.00	12/09/2019
Grundon	Cemetery bins	DD	40.40	8.08	48.48	28/08/2019
BGG	Mowing of churchyard and cemetery 10/8/19	102943	250.00	50.00	300.00	12/09/2019
Grundon	Cemetery bins	Direct Debit	40.10	8.02	48.12	30/06/2019
<i>Receipts</i>						
Peter Smith and Son	Cemetery fees		400.00	0.00	400.00	27/08/2019
WODC	Precept - 2nd half		17252.00	0.00	17252.00	03/09/2019
WODC	Precept grant		248.00	0.00	248.00	03/09/2019

Bank reconciliation

Cash in Hand 1/4/19	65408.37	
Add total receipts as of 31/8/19	19628.12	
Suttract Total payments as of 31/8/19	17103.87	
Cash in Hand 30/6/19	67932.62	
*****	*****	
Communit Account balance 31/8/19	14381.68	
Business Money Manager Account Balance 31/8/19	53613.68	
Less unpresented cheques:		
Susie Cusick	34.60	
North Leigh Memorial Hall	28.20	
Total	62.80	
Plus unpresented receipts	0.00	
Adjusted Bank Balance	67932.56	

- **External audit:** AL reported the external audit has been signed off by Moore Stephens with no issues.

101/19. Traffic/Highways Matters/Speedwatch: AC reported that the council has had use of the police equipment. PCSO Hilary Rabson has been in touch with AC regarding the equipment and training.

AC noted there are several speed surveys coming up.

102/19. Correspondence:

AL noted she had an e-mail from Thames Valley Police about Remembrance Day which the council agreed could be passed onto Margaret Dixon.

AL reported she had an e-mail from OCC regarding the Definitive Map Modification Order for Hailey Public Bridleway 31. OCC spent the whole of the week of the 9th September clearing vegetation from the route. They still have more work to do to open it up and this is going to be done over the next month.

There is a notice up at the New Yatt end of the bridleway to advise anyone that ventures down the lane.

103/19. Matters for report: AC sends his apologies for the October meeting.

CF noted that Brenda Timms will be retiring from the Village Charities and noted that they are looking for volunteers. JM mentioned she may be able to help in 2020.

It was noted that the grass across from Park Road opposite Eynsham Hall needs cutting. AL will contact David Green regarding this ensuring he concentrates on the sightlines.

It was reported there is a leaning telegraph pole on Common Road

It was noted that the roles and responsibilities sheet needs to be updated as to which councilors will be monitoring grass cutting and which areas. This is to be on the October agenda.

GM noted that the Saddlers Arms has applied to be an Asset of Community Value.

GM noted that the North Leigh Villa volunteers will be working the weekend of the 14th/15th September.

Date and time of next meeting:

The next Parish Council meeting will be held on Thursday 10th October 2019 in the North Leigh Youth Centre of the Memorial Hall.

The meeting closed at 10:05pm

Chairman Date.....